Payroll

The Payroll Department handles a range of services for the employees of the Elk Grove Unified School District. This page offers information and forms to employees related to their payroll.

Contact Information:
Payroll
Elk Grove Unified School District
9510 Elk Grove Florin Road
Elk Grove, CA 95624

Certificated Payroll
Certificated employee/substitutes who have questions regarding their payroll, should contact the Payroll Department at (916) 686-7778, Option 1 or email: egusdpay@egusd.net

Classified Payroll
Classified employee/substitutes who have questions regarding their payroll, should contact the Payroll Department at (916) 686-7778, Option 2 or email: egusdpay@egusd.net

Payday

Contracted Employees:
Contract Pay – Last working day of the month | Checks are mailed the day before payday.
Overtime/Extra Hours Pay – 10th of the month | Checks are mailed the day before payday.

Substitute Employees:
10th of the month | Checks are mailed the day before payday.

Earning Pay Types List
Voluntary Deduction Code List
Certificated Time Sheet Sample
Classified Time Sheet Sample
How to Read Your Pay Check/Direct Deposit Stub

Tax Forms

In order for the Elk Grove Unified School District to withhold the correct Federal and State income taxes from a paycheck, it is necessary to complete the forms below. Any employee who does not complete these forms will be set at the default of single status with zero allowances. The Payroll Department cannot recommend what status or number of allowances employees should claim for payroll purposes. Employees should contact a tax expert if they need assistance. All forms turned in by the 10th of each month will be processed on the following regular payroll.

Starting in 2020, allowances are no longer included on the redesigned Form W-4 for PIT withholdings. New hires and existing employees making changes to their withholdings must submit both the Form W-4 and the Employee's Withholding Allowance Certificate (DE 4). If an employee does not give you a properly completed state DE 4, you must withhold state income taxes from the employee's wages as if the employee were single and claiming zero withholding allowances.

Employees who submitted a Form W-4 before 2020 are not required to submit a new form if they have no changes to their withholding allowances. Continue to calculate withholding based on previously submitted forms.

Federal: 2026 IRS Form W-4 | Frequently Asked Questions | Tax Withholding Estimator
State: DE 4 Form

deposit to be completely processed.

Direct Deposit Form

School's Financial Credit Union Payroll Deduction

The District offers payroll deduction to Schools Financial Credit Union. Employees may authorize the transfer of a portion of a paycheck to specific account(s). These funds will be disbursed automatically, based on employee instructions, toward loan payments, savings and/or checking account.

To sign up for payroll deduction, complete the form below and return to the Payroll Department. All forms turned in by the 10th of each month will be processed on the following regular payroll.

Payroll Deduction Authorization Form

Beneficiary Forms

The following beneficiary forms should be completed when an employee is hired and should be updated as needed. In the unfortunate event of an employee's death, the district will refer to these forms in order to provide payments of specific Death Benefits to surviving beneficiaries.

The Pay Warrant Beneficiary Form is used for any pay due to an employee at the time of death.
Pay Warrant Beneficiary Form

The CalPERS Beneficiary Form is used for the accounts of CalPERS members.
CalPERS Beneficiary Form

The CalSTRS Beneficiary Form is used for the accounts of CalSTRS members.
CalSTRS Beneficiary Form

Questions?

Payroll Staff Directory

Stipends – Angelica Bramble – Ext. 67184
DOCKS – Casie Bartley – Ext. 67366
SDI – Michelle Grupp – Ext. 67183

Worker's Comp/Wage Garnishments/Levy's
Last Name begins with A-J – Gina Cedros – Ext. 67186
Last Name begins with K-Z – Kami Thao – Ext. 67180

Retirement
CalPERS – Ryan Johnson – Ext. 67540
CalSTRS – Amanda Beadles – Ext. 67182

All other Payroll related questions:

Classified
Transportation & Students – Anthony Cordeiro, Jr. – Ext. 67367
Last Name begins with A-F – Nancy Ontiveros – Ext. 67179
Last Name begins with G-H – Anthony Cordeiro, Jr. – Ext. 67367
Last Name begins with I-O – Shala Torres– Ext. 67176
Last Name begins with P-R – Kami Thao – Ext. 67180

Last Name begins with L-N – Gina Cedros – Ext. 67186
Last Name begins with O-S – Krobkal Petborisooth – Ext. 67181
Last Name begins with T-Z – Heather Atterberry – Ext. 67541

Administration
Director II, Payroll & Benefits: Curtis Rodgers, Jr.
Supervisor (Certificated): Michelle Grupp
Supervisor (Classified): Davis Xayavong

Resources/Supports

- Benefits
- Diversity Equity Inclusion
- Employee Wellness
- Fingerprinting Information
- HR Forms and Resources
- CSESAP
- Proficiency Testing Services
- Substitutes
- Teacher Induction Program

Employment Verifications

For employment verifications, please email egusd.verifications@egusd.net. A Human Resources staff member will reply to your request within five (5) business days. To expedite the request, please provide the last 4 digits of the employee's social security number and a recently signed Authorization form with a wet signature. Electronic signatures of the employee are accepted as long as the program can be identified on the authorization form

Employee Self Service application (ESS)

Access personnel information, credentials, degrees, pay stubs/history (starting with the June 17, 2021 pay stub), and W2 information.
Click here to view instructions for more information.

ELK GROVE UNIFIED
SCHOOL DISTRICT

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